2006 Student Data Tool
Instruction Manual

Kentucky Department of Education
Office of Assessment and Accountability

Giving schools and districts the ability to view their student level data and to use it to make informed decisions on how to help all students reach proficiency by 2014 is the purpose of the Student Data Tool Application. The assessment results and demographic data are collected from the Kentucky Core Content Test (KCCT) and the Norm Referenced Test (NRT).

Student level data files will be distributed by district while the application only retrieves the data matching the account/password provided to each district. This allows only appropriate staff to access the student level confidential data.

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For additional information on the Student Data Tool Application and its use, contact

Teresa King
Office of Assessment and Accountability
500 Mero Street
Frankfort, KY 40601
Phone: 502-564-4394
Teresa.king@education.ky.gov

TRAINING DATA INFORMATION

The Hilltop District consists of one elementary school, one middle school, and one high school with three years of data (2004, 2005, 2006). The live data set for each district may contain up to three years of data, depending on district size and requests.

These are the IDs and Passwords used for training purposes only.

| District or School	ID	Password
Hilltop District	888	1122334
Small Kids Elementary	888001	2233445
Rainbow Middle	888002	3344556
Hilltop High	888003	4455667

INSTALLING THE STUDENT DATA TOOL APPLICATION

Minimum Requirements

- ➢ Windows Operating System: Windows 98 or newer with all the service packs and fixes
- ➢ Microsoft Access: Access 2000 or newer with all the service packs and fixes
- ➢ Hard Drive Space: 100+ MB free

Installation

Insert the CD containing the application and your data into your CD drive. Open the District folder on the CD and then open the Installation File folder and double click on the SDT_Installation.msi file.
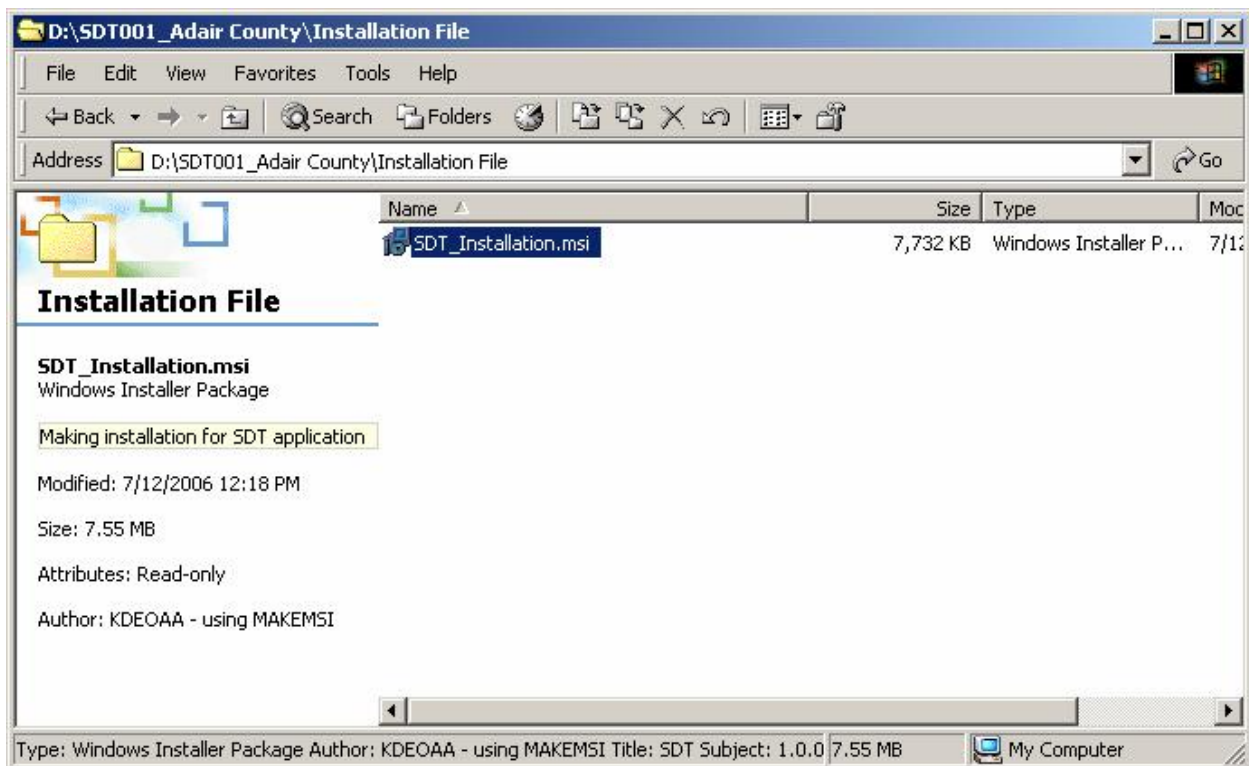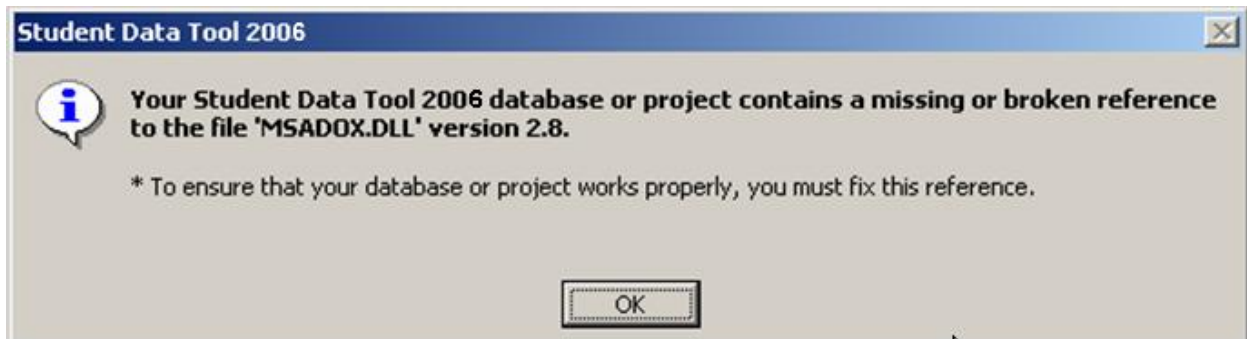

The Student Data Tool installer will automatically copy your files onto your computer and add a Start/Programs menu link.

Error Messages

When using Windows 2000 these error messages may appear.
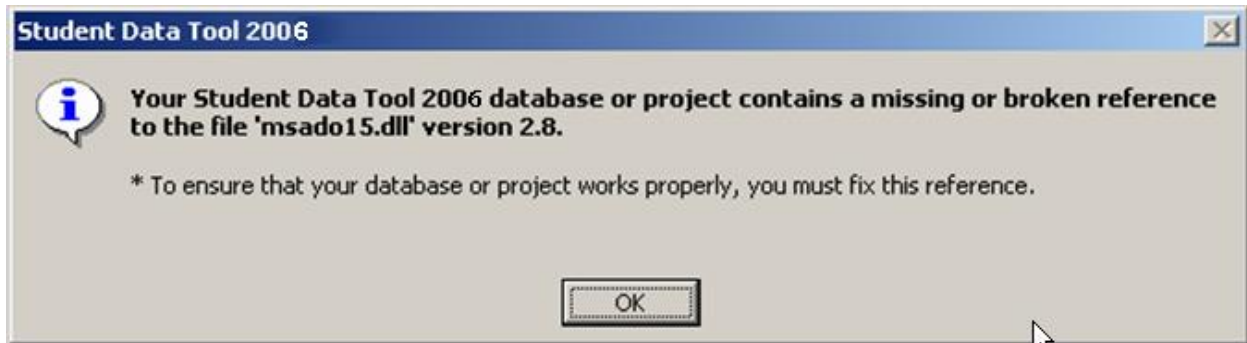
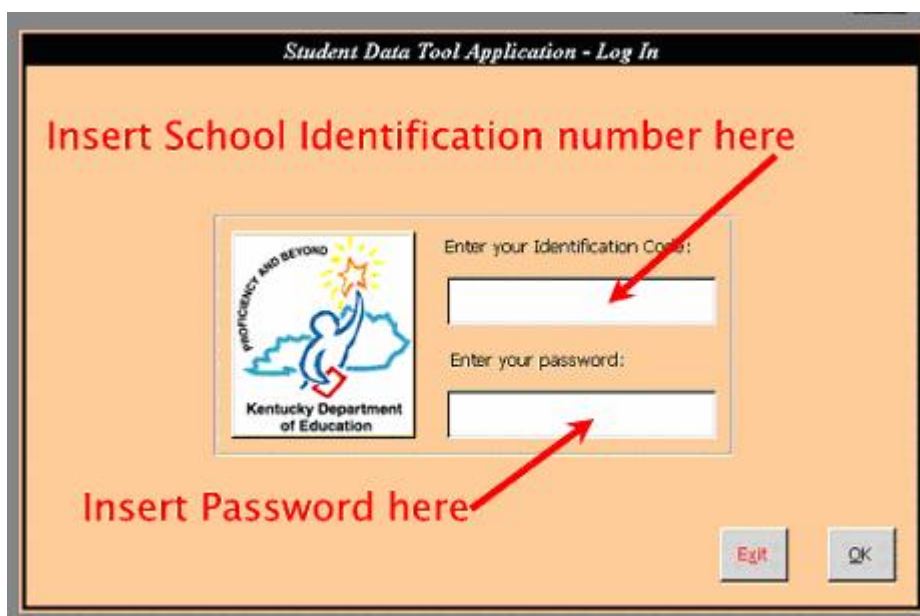Click **OK** to continue

Click **OK** to continue

To Correct these errors:

> ➢ **Browse to C:\Program Files**\Student Data Tool(SDT) folder
> (My Computer, Drive C, Program Files, Student Data Tool Folder)

> ➢ **Double-click on MDAC_TYP.EXE**

USING THE STUDENT DATA TOOL APPLICATION

Logging Onto The Data Application

1) ENTER YOUR SCHOOL/DISTRICT IDENTIFICATION NUMBER. This is the six-digit school code (for district level personnel, you will use your 3 digit district identification number) that uniquely identifies your school. This number is available from your District Assessment Coordinator or by looking in the **Kentucky Schools Directory**. Pressing the tab key once will take you the next box.

2) ENTER YOUR APPLICATION PASSWORD. This is a seven-digit code provided to you by your District Assessment Coordinator who will receive it from the Kentucky Department of Education. The application code for each school is unique. **Keep this number secure since student data is extremely confidential!** Use your mouse to click the **OK** button.

In a few moments after the data loads, you should see this box. Click the "OK" button to continue to the **Main Menu**.

FOR DISTRICT LEVEL USERS ONLY
After logging into the application (district identification code/password) the **Select School Data to View** will appear. Click on the school or schools to choose the data.

Student Data Tool Application - Select School Data To View

Help

Select School Data You Wish to View:

888	Hilltop County
88003	Hilltop High School
002	Rainbow Middle School
001	Small Kids Elementary School

Selecting the district from the menu will allow you to see the results for students who were assigned to the district level for accountability.

the Control or Shift key to select multiple schools; conversely, drag the mouse pointer.

Load Selected School(s)

Load A

After making the School or District selection, proceed to the Main Menu and to work with the data selected.

This screen is accessible from the **Main Menu**, for District level users, by clicking the '**Schools'** button.

To Load ALL information for ALL students in the District, Click on **LOAD ALL**.

Main Menu

The Main Menu is the starting point for reviewing the data.

Command Buttons	Description
Help	Gives a basic description of the entire screen and all of the buttons
Schools	Takes District Level Users ONLY back to the Select School Data screen
Quit	Quit or Exit the Student Data Tool
Show my Data	View the raw student data and export the data.
Data by Demographics	Allows searches for specific disaggregations of data based upon demographics
Data by Performance Levels	Allows searches for specific data desegregations based upon performance levels.
Print Static Reports for Current Year	Generate CTBS Static reports for your school and students.
Accountable/Tested	Choose whether the student data shown is from students who were tested at the school or accountable to the school
Student Data Level	Choose the Year(s) that you wish to use. Most likely the current year will be chosen.

Exporting Student Data

From the Main Menu screen is a button that allows the student data to be exported to another format. Be cautious with this data once it is exported, since it is *Confidential Student Level Data*.

The data table may be renamed as it is exported and placed into any appropriate folder. If placing on a network drive, make certain that it is secure from access by unauthorized personnel. We do not recommend placing the export on a network drive or share.

The format into which the table is exported is dependent upon the computer that is used. Most common formats are Excel, CSV (Comma Separated Values), text files, RTF (Rich Text Files), etc. The drop down box will show which formats are allowable.

Choose the Data to Export
➢ From the Main Menu, choose the Schools button to export only one school.
Click on the School name and then click Done.

➢ To choose all District Data, click on the Schools button and click Load All.

How to Export Data to Excel
➢ Click on **Show my** **Data** button
➢ From the tblStudentMaster Table, which is raw data,
➢ Choose File, Export
➢ Change the File name and the Save As Type, to something appropriate. This example shows Microsoft Excel version 97-2000.
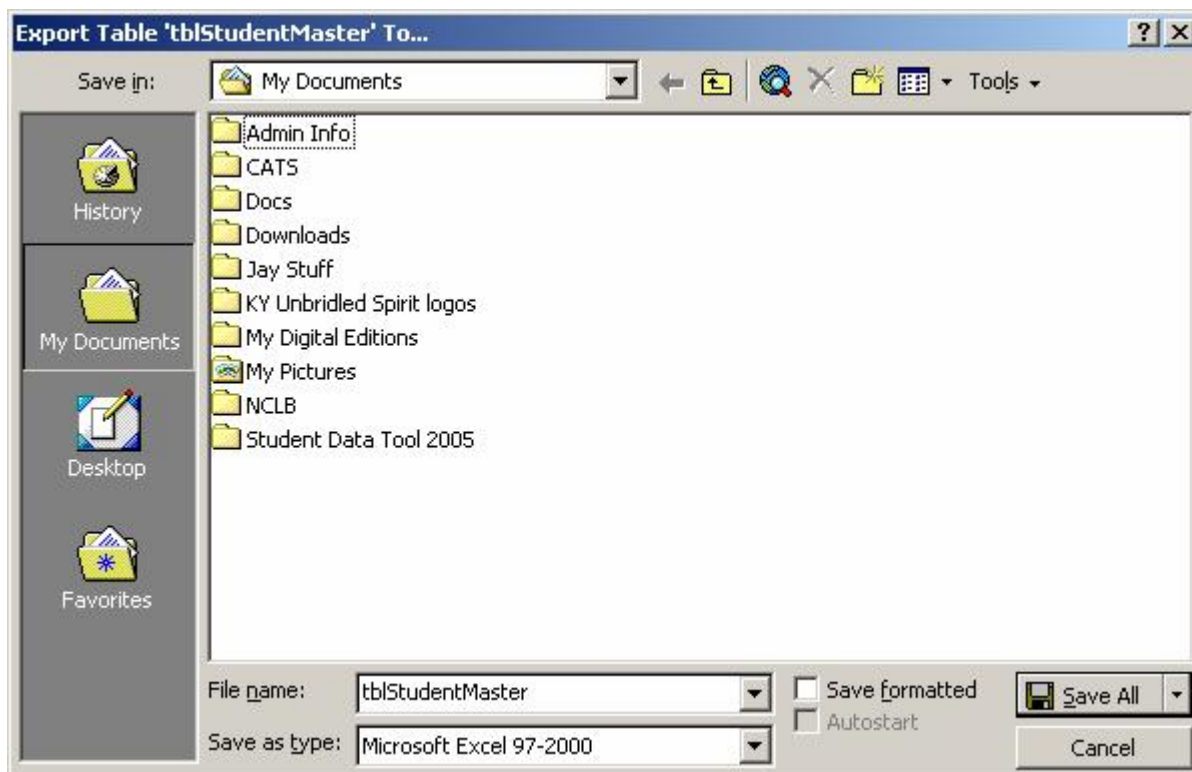
Data By Demographics

This screen allows searches for specific data disaggregations based upon demographics. In order to view different combinations of data, click on the down arrow for the selection or combination of the selections to view. The columns that are selected are highlighted in yellow.

Command Buttons	Description
Help Button	The Help button is in the upper left hand corner of the screen. This gives information regarding the screen and its features.
Summary Button	The Summary button is located in the upper left hand corner of the screen. This button allows you to print the Content Area Performance Summary Report.
Schools List	(District level users only) The Schools List button will list the school(s) selected on the Main menu. Consider this list a reminder of your previous choice.
Print Button	The Print button is located in the upper right hand corner of the screen. This allows you to print out a hard copy of your data set after you have filtered down to the desired groups and sub-groups.

To view a student record

To see detailed information on an individual student record, place the mouse cursor on the row (white columns only) corresponding to that student (the student name) and double click the left button. This will display the individual student record.

Description Of Objects On The Data By Demographics Screen

Students from search   Returns the number of students from the query of the data;
                                  it is determined by the selection criteria selected.

Selection Criteria
Choose one or more of these fields or selections to view the data. The more specific the
selections become, the smaller the number of students fitting the criteria will be.

INCLUDE/EXCLUDE STUDENTS

FIELD	DESCRIPTION	CHOICES		
OD	*On Demand Indicator. Exclusion indicator for the on demand portion of the KCCT.*	blank	=	Included (indicator was left blank meaning the student was included in the accountability calculation
WP	**Writing Portfolio Indicator**. Exclusion indicator for the writing portfolio portion of the KCCT.	1	=	*Excluded*
AP	**Alternate Portfolio Indicator**. Exclusion indicator for the alternate portfolio.	2	=	Incorrect Grade

Grade: Student Grade Level. Only the tested grade levels associated with the school
                    selected will be shown. For example, if the school is an elementary school having
                    grades K-05, then only grade levels 03, 04 and 05 will be available. This is
                    because only these three grade levels are tested with the NRT and KCCT.

Gender: Student Gender. The following selections are available:
                    *   = Select All
                    F   = Female
                    M   = Male
                        = Blank

Ethnicity: Student Ethnicity. The following selections are available:
                    *   = Select All
                    W   = White (Non-Hispanic)
                    B   = African American
                    H   = Hispanic
                    A   = Asian
                    O   = Other
                        = Blank

Lunch: Free/Reduced Lunch. The following selections are available:
                    *   = Select All
                    1   = Free Lunch
                    2   = Reduced Lunch
                    1 &2 = Free and Reduced lunch (both combined)
                    3   = No Free Lunch/Reduced Lunch
                        = Blank

FIELD	DESCRIPTION	CHOICES
LEP	Limited English Proficiency	
IEP	Individual Education Plan	
504	504 Plan	
TITLE I		* = Select All
MIG	Title I Migrant Program	N = No
ELIG	Title I Migrant Program first year of eligibility	Y = Yes
BAS	Title I Basic Program	= Blank
ESS participant	Extended School Services	
GIFTED/TALENTED		
Identified	Identified as Gifted/Talented	
Receiving	Receiving Gifted/Talented Services	

VOCATIONAL

Career: Career area as identified on Individual Graduation Plan. The following selections are available:
- * = Select All
- 1 = Agriculture
- 2 = Business and Marketing
- 3 = Communication
- 4 = Construction
- 5 = Health Services
- 6 = Human Services
- 7 = Manufacturing
- 8 = Transportation
- 9 = Information Technology
- A = Science and Mathematics
-   = Blank (not indicated)

Enrolled: Student was enrolled in a vocational/technical education course this year. The following selections are available:
- * = Select All
- Y = Yes
- N = No
-   = Blank

Create/Update User Groups

One of the most requested items has been the ability to add other data fields to the existing data. This year we have added the Create/Update User Groups to allow the addition of three (3) groups to the data. Some of the suggestions for this have been to create categories for Gifted & Talented, Sports, Homeroom assignments, certain subjects such as Algebra I, etc.

Click on Create/Update User Groups to initially create your groups.

Type in the name, up to three, for each user group. There is a 20 character limit on the name.

When finished, click on the button to continue to the screen to populate or add all of the data elements to your new group.

The Symbol field can contain two (2) characters, which mean numbers or letters.
The Description field can contain up to 20 characters.

Before beginning the entry on this screen, we suggest that you write down all of the elements in the user group.

Example:

SYMBOL	DESCRIPTION
1	Mrs. Robinson
2	Mr. Hill
3	Mrs. Shuttleworth
4	Mr. Jones
5	Mr. Smith
6	Mrs. Albertson
7	Mrs. Peabody
8	Mrs. McMurtry

You will need this list when you begin the data entry on the next screen.

There is no error checking on this form. Any character that you place in here for Homeroom, Sports or Social Clubs that is two characters or less will be accepted.

The Data Results Window

With each selection, the data in the bottom window of the screen changes. Each criterion selected re-queries immediately this window, and the corresponding column in the data results window becomes highlighted in yellow.

The abbreviated headings of the data in this window are as follows:

Litho	Litho code number that is on each student response booklet
Student Name	Last Name, First Name, Middle Initial
Grade	Student Grade Level
OD	On Demand Indicator
WP	Writing Portfolio Indicator
AP	Alternate Portfolio Indicator
GEN	Student Gender
Ethnicity	Student Ethnicity
Lunch	Free/Reduced Lunch
LEP	Limited English Proficiency
ESL	English as a second language
IEP	Individual Education Plan
504	504 Plan
MIG	Title I Migrant Program
ELIG	Title I Migrant Program – first year of eligibility
BAS	Title I Basic Program
ESS	Extended School Services
Voc CAR	Vocation Career
Voc ENR	Vocation Enrolled
Gift TLT	Identified as gifted/talented
Gift SRV	Receiving gifted/talented services
RD	KCCT performance level for reading
MA	KCCT performance level for math
SC	KCCT performance level for science
SS	KCCT performance level for social studies
A/H	KCCT performance level for arts and humanities
PL/VS	KCCT performance level for practical living/vocational studies
OD Writing	KCCT performance level for on-demand writing
Writing PORT	KCCT performance level for writing portfolio
Alternate PORT	Performance level for alternate portfolio

Data By Performance Levels

This screen allows searching for specific data desegregations based upon performance levels.

The user must first select a grade level. After a grade selection has been made, those performance levels associated with the selected grade will then be activated for the user to select.

Command Buttons	Description
Help Button	The Help button is in the upper left hand corner of the screen. This button gives information regarding the screen and its features.
Summary Button	The Summary button is located in the upper left hand corner of the screen. This button allows you to print the content area Performance Summary Report.
Print Button	The Print button is located in the upper right hand corner of the screen. This allows you to print out a hard copy of your data set after you have filtered down to the desired groups and sub-groups.

To view a student record

To see detailed information on an individual student record, place your mouse cursor on the row (white columns only) corresponding to that student (the student name) and double click the left button. This will display the individual student record.

Description of Objects on the Data By Performance Screen

Students from search Returns the number of students from the query of the data; it is determined by the selection criteria selected.

Selection Criteria
Choose one or more of these fields or selections to view the data. The more specific the selections become, the smaller the number of students fitting the criteria will be.

Grade: Student Grade Level. Only the grade levels available for the school will appear.

FIELD	DESCRIPTION	CHOICES		
OD	*On Demand Indicator. Exclusion indicator for the on demand portion of the KCCT.*	blank	=	Included (indicator was left blank meaning the student was included in the accountability calculation
WP	**Writing Portfolio Indicator**. Exclusion indicator for the writing portfolio portion of the KCCT.	1	=	*Excluded*
AP	**Alternate Portfolio Indicator**. Exclusion indicator for the alternate portfolio.	2	=	Incorrect Grade

FIELD	DESCRIPTION	CHOICES		
Reading	*KCCT Performance Level for Reading*	*	=	Select All
Math	KCCT Performance Level for Mathematics	D	=	Distinguished
		P	=	Proficient
		AH	=	Apprentice High
		AM	=	Apprentice Med
Science	KCCT Performance Level for Science	AL	=	Apprentice Low
		NH	=	Novice High
Social Studies	KCCT Performance Level for Social Studies	NM	=	Novice Med
		NN	=	

FIELD	DESCRIPTION	CHOICES		
Arts & Humanities	*KCCT Performance Level for Arts & Humanities*	*	=	Select All
		D	=	Distinguished
Pract Liv Voca Std	*KCCT Performance Level for Practical Living/Vocational Studies*	P	=	Proficient
		AM	=	Apprentice Med
		NM	=	Novice Med
		NN	=	*Novice Non-Performing*

WRITING

On-demand Writing: KCCT Performance Level for On-Demand Writing.

*	=	Select All
D	=	Distinguished
P	=	Proficient
A	=	Apprentice
N	=	Novice
B	=	No Response
E	=	Non-English Response

Writing Portfolio: KCCT Performance Level for Writing Portfolio.

*	=	Select All
D	=	Distinguished
P	=	Proficient
A	=	Apprentice
N	=	Novice
B	=	No Response
I	=	Incomplete Response
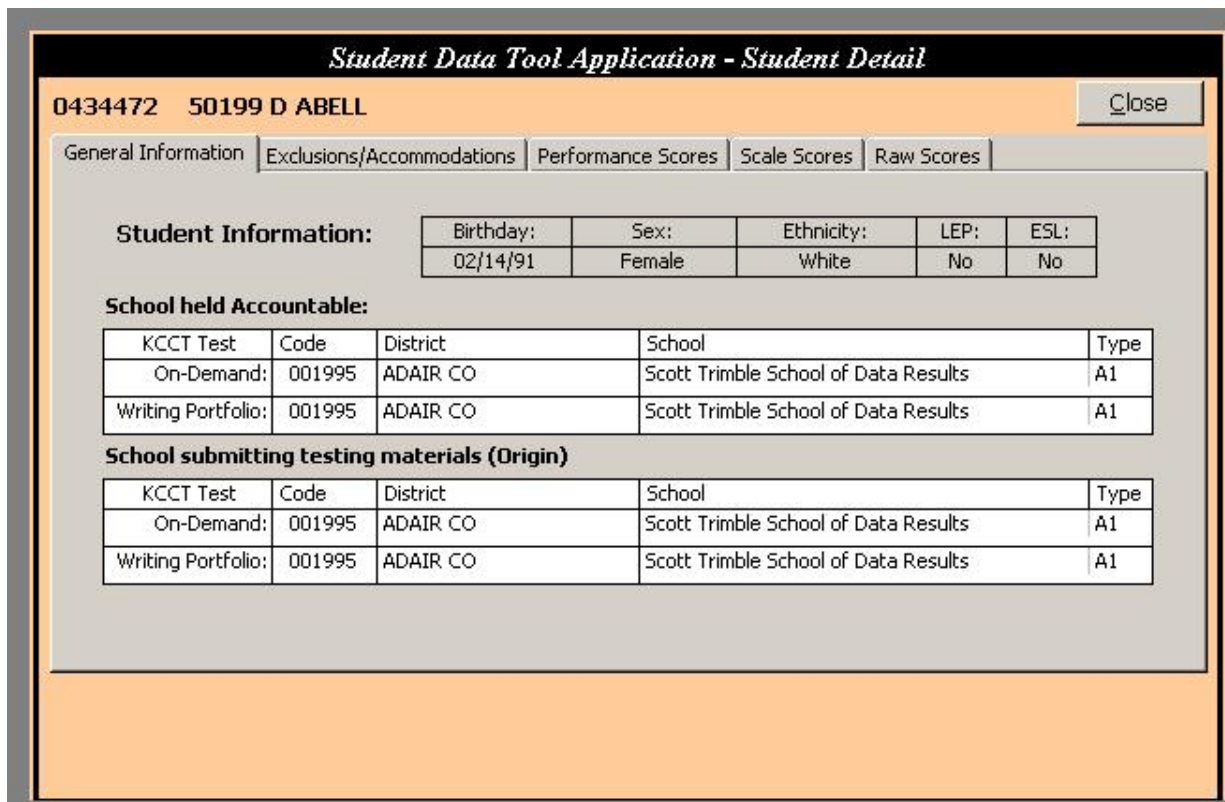
Alternate Portfolio: Performance Level for Alternate Portfolio.

*	=	Select All
D	=	Distinguished
P	=	Proficient
A	=	Apprentice
N	=	Novice
B	=	No Response
I	=	Incomplete Response

Individual Student Record

From either the Data by Demographic or the Data by Performance screens access to individual students records can be gained. To display the individual student record, double-click on the student name.

To discover more about the student, click on each tab at the top.

PRINTING REPORTS

To print an Alternate Portfolio Report

In order to print an alternate portfolio report, you must first view the individual student record for a student that participates in alternate portfolio and is included in the accountability calculation (not excluded from Alternate Portfolio). Upon viewing the student detail screen, click the **AP Report Button.** The alternate portfolio report will be generated for you to preview on the screen. The report layout will automatically default to portrait. To print your report, click on **Print** drop-down menu located on the menu bar at the top of the page (left side of the screen). Then choose **Print**.

Print A Student Listing

After you have made your demographic selections, you may wish to print your selection. Click the **Print** button. The report will be generated for you to preview on the screen. To print your report, click on the **Print** drop-down menu located on the menu bar at the top of the page (left side of the screen).

Print A Content Area Performance Summary Report

From the Data by Demographics screen click the **Summary** button to create reports. The Cross-Tabulations screen will appear, which shows only those content areas that are tested at the previously selected grade level. Select the content area Performance Summary Report button you wish to print by clicking the button.

The report layout will automatically default to portrait. To print your report, click on **Print** drop-down menu located on the menu bar at the top of the page (left side of the screen). Then choose **Print**.

KCCT options showing.

Student Data Tool Report - Reading Performance Summary

School/District:

Hilltop County   2005

Accountable to this School

				Title I		ESS participant:	*
Grade:	*	LEP:	*	Migrant participant	*		
Gender:	*	IEP:	*	Migrant first year:	*	**Gifted/Talented**	
Ethnicity:	*	504:	*	Title I Basic:	*	Identified:	*
Free/Reduced Lunch:	*	**Vocational** Career:	*	Enrolled:	*	Receiving:	*

Gender	Ethnicity	NN	NM	NH	AL	AM	AH	P	D	Total	Ac Index
_2005_											
Female	African-Am.		2 _5%_	11 _25%_	9 _20%_	7 _16%_	5 _11%_	10 _23%_		44	56.6
Female	Asian							2 _100%_		2	100.0
Female	Hispanic			4 _31%_	2 _15%_	1 _6%_	2 _15%_	3 _23%_	1 _6%_	13	64.9
Female	Other						1 _33%_	2 _67%_		3	93.3
Female	White	1 _0%_	10 _4%_	30 _11%_	28 _10%_	52 _10%_	53 _10%_	84 _31%_	17 _6%_	275	73.3
Male	African-Am.		3 _8%_	8 _20%_	12 _30%_	6 _15%_	2 _5%_	8 _20%_	1 _3%_	40	54.7
Male	Asian		1 _33%_	1 _33%_				1 _33%_		3	46.3
Male	Hispanic			1 _20%_	1 _20%_	3 _60%_				5	49.2
Male	Other					2 _33%_	2 _33%_	1 _17%_	1 _17%_	6	86.7
Male	White	4 _1%_	7 _2%_	39 _13%_	30 _10%_	48 _16%_	58 _10%_	93 _30%_	29 _9%_	308	75.3
n/a	White			1 _33%_			1 _33%_	1 _33%_		3	68.7
Total		6 _1%_	23 _3%_	96 _14%_	82 _12%_	119 _17%_	124 _18%_	206 _29%_	49 _7%_	702	71.9

Schools included above

Hilltop County
Hilltop High School
Rainbow Middle School
Small Kids Elementary School

Legend					
Performance Levels:			Gender:	Ethnicity:	Free/Reduced Lunch:
-- = out of range	NH = Novice High	AH = Apprentice High	F = Female	A = Asian, B = African American	1 = Free Lunch, 2 = Reduced Lunch
NN = novice non-performing	AL = Apprentice Low	P = Proficient	M = Male	H = Hispanic, W = Caucasian, O = Other	3 = Does not receive free/reduced lunch
NM = Novice Medium	AM = Apprentice Medium	D = Distinguished			
Exempted students do not figure in this report					

Thursday, August 25, 2005   _Confidential Material_   Page 1 of 1

NRT options showing

Student Data Tool Application - Cross-Tabulations			
Help	○ KCCT ● NRT	Year(s): 2004 / 2003 / 2002	Sort on: ● Year, Gender, and Ethnic ○ Gender, Ethnic, and Year	Close

Reading	Math	Science	Social Studies	Arts and Humanities	Pract Liv Voca Std	OD Writing	Writing Port	Alt Port	Language	Total Battery
RD	MA								LG	Total

Student Data Tool Report - NRT Reading Performance Summary

School/District:

Hilltop County   2004

Accountable to this School

			Title I		ESS participant:	*
Grade:	*	LEP:	*	Migrant participant	*	
Gender:	*	IEP:	*	Migrant first year:	*	Gifted/Talented
Ethnicity:	*	504:	*	Title I Basic:	*	Identified: *
Free/Reduced Lunch:	*	Vocational Career: *	Enrolled: *		Receiving: *

Gender	Ethnicity	No Score	Percentile Range 1-24		25-49		50-74		75-99		Total	Average NCE
	2004											
Female	African-Am.		3	13%	9	39%	9	39%	2	9%	23	47
Female	Asian		1	13%			2	25%	5	63%	8	71
Female	Hispanic		1	33%			1	33%	1	33%	3	55
Female	n/a		1	50%			1	50%			2	44
Female	Other		3	43%	3	43%	1	14%			7	41
Female	White		33	17%	35	18%	65	34%	59	31%	192	54
Male	African-Am.		11	46%	5	21%	4	17%	4	17%	24	41
Male	Asian		1	13%			4	50%	3	38%	8	61

Static Reports For KCCT And NRT Data

This screen will generate static reports for the current year. Use the selection boxes to choose a school and grade to report. You can only select from grades available to the school. Based on the grade selected, the appropriate report buttons will be enabled.

From this screen you can generate the following reports for the current year:

Student Listing: This report has several sub-sections based on the school of accountability and tested, AP status, and a summary section. The NRT Student Listing report does not feature an Alternate Portfolio sub-section, as these students are not part of this testing program.

Commonwealth Accountability Testing System
Kentucky Department of Education
Spring 2004

Student Listing
Hilltop High School
Grade: 11

Kentucky Core Content Test

Students accountable and tested at this school:

Student Name	Litho	Testing Accom-modations	Mathematics			Science			Social Studies			Arts and Humanities		
			Scale Score	%ile	Perf. Level	Scale Score	%ile	Perf. Level	Scale Score	%ile	Perf. Level	Scale Score	%ile	Perf. Level
ABELL, HANNAH M	1003787		581	85	P	587	90	P	643	95	D	690	99	D
ACKERMAN, JOSEPH W	1003788		645	99	D	596	94	P	612	88	P	612	91	D
ADAMS, ROSS W	1003789		593	91	D	607	97	P	615	89	P	592	84	P
ADKISON, ALEXANDRI T	1003790		595	92	D	571	79	P	637	94	D	624	93	D
AKIN, LONA G	1003791		521	35	NH	566	75	P	526	35	AL	474	23	NM

Individual Student report: A one page per student report showing the performance levels, the State percentile ranking and its corresponding confidence range.

Commonwealth
Accountability
Testing System

Spring 2004

Kentucky Department
of Education

Individual Student Report

KATIE, G   ABRAR

Grade: 11

Purpose

The Commonwealth Accountability Testing System (CATS) is designed to improve teaching and student learning in Kentucky. CATS includes the Kentucky Core Content Test, the CTBS/5 Survey Edition (a nationally norm-referenced test), Writing Portfolio and Alternate Portfolio for students with severe to profound disabilities. Kentucky's accountability system is a high-stakes system at the school level with rewards and assistance attached to results. The over-riding goal of CATS is for all schools in Kentucky to reach Proficiency as

Subject	Your Performance Level	Percent of Kentucky Students in each Performance Level			
		Novice	Apprentice	Proficient	Distinguished
Mathematics	Distinguished	35	32	23	10
Science	Proficient	28	42	27	3
Social Studies	Proficient	22	49	20	9
Arts and Humanities	Apprentice - Medium	30	36	21	13

The percent of Kentucky students across performance levels for each subject may not add to 100% due to rounding.

Rank: Percent of Kentucky Students at or below your Score with Confidence Range

Subject	Your Kentucky Percentile
Mathematics	91
Science	95
Social Studies	79
Arts Humanities	36

You should think about your score(s) as a range. If you had taken the same or a different version of the test on another day, your scores would likely vary. Most of the time, your scores will fall somewhat above or below the percentile rank reported. The line on either side of the percentile rank (circle) on the graph above represents this range. Note that Kentucky Percentiles are not provided for the Writing Portfolio and On-Demand Writing tests.

Description of Your Results

Mathematics: Your Performance Level is Distinguished. Your Kentucky Percentile rank of 91 indictates that 91% of Kentucky students who took this test in spring 2003 scored at or below your score.

Individual Alternate Portfolio Student report: For Alternate Portfolio students a one-page report showing performance level and State percentile is presented.